

Administrative Order



Administrative Order No.: 3-15

Title: Uniform Minimum Standards for Countywide Application, Assessment, Monitoring and Management Evaluation and Performance Review of Community Based Organizations (CBOs), All Other Non-Profits, and Other Organizations Providing Community Services

Ordered: 3/7/2006

Effective: 3/17/2006

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter, Resolution No. R-1403-93 adopted by the Board of County Commissioners on November 3, 1993; Resolution No. R-1597-94 adopted by the Board of County Commissioners on October 13, 1994; Resolution R-508-96 adopted by the Board of County Commissioners on May 17, 1996, and Resolution R-1052-05 adopted by the Board of County Commissioners on September 8, 2005.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 3-15, ordered and effective May 7, 1996.

POLICY:

This Administrative Order provides for the establishment of uniform minimum standards to be applied County-wide and describes the procedural elements required for application, contracting, monitoring, and management evaluation and performance review of CBOs, all other non-profits, and other organizations providing community services, hereinafter referred to as organizations, pursuant to an award by the Board of County Commissioners.

ROLES AND RESPONSIBILITIES:

Director, Office of Strategic Business Management (OSBM): The Director of OSBM is charged with the overall responsibility of coordination and assignment of organization requests for funding to the appropriate County department.

ADVISORY BOARDS, COUNCILS, TRUSTS, AND SELECTION COMMITTEES:

Advisory boards, councils, trusts, and/or established selection committees are responsible for making recommendations to the Board of County Commissioners, and any subcommittees thereof, for their consideration and action in accordance with pre-established funding categories and/or program parameters.

County Departments:

A. County Departments shall be responsible for reviewing application(s) and providing technical assistance in the application process; for working with the appropriate advisory board, council, trust, or selection committee when applicable, prior to evaluating and screening the application(s) to determine the organization's capability of properly receiving and expending funds as well as their ability to do the work.

B. County Departments are also responsible for developing contract provisions including program goals and objectives and the scope of services to be rendered based on the contract award; for reviewing and assessing contract compliance, both fiscal and programmatic; for determining the method of payment and ensuring payment in accordance with contractual terms; and for conducting a management evaluation and performance review, to include specific, measurable objectives of funded organizations whose funding allocation(s) is \$10,000 or more or whose funding allocation becomes \$10,000 or more over the contract period. At the recommendation of the monitoring department, a random audit may be conducted on contract awards under \$10,000.

PROCEDURES:

The procedural elements shall include, but not be limited to; the information contained herein, and shall not be in conflict with mandated State and Federal rules, regulations, and guidelines, as follows:

1. Application Elements

The application process shall present a profile of the missions and goals of the organization requesting funding. Depending upon the level of funding, or the event, project, or program proposed, information reporting requirements may be adjusted accordingly. County departments will provide technical assistance to applicants upon request.

Specific application requirements shall be determined in advance by the respective department, advisory board, council, trust, or selection committee and shall include, at a minimum:

Organizational Information:

- Name
- Address
- Telephone number
- Proposed contract period
- Proposed contract amount
- Contact person
- Corporate information (staffing requirements, 501(c) (3) or other tax-exempt certification, Federal identification number, policies and

- procedures manual, bylaws, articles of incorporation, board of directors, and organization's fiscal year, etc.).
- Organizational mission, goals and history
 - Disclosure of any pending legal liabilities and judgments.
 - Financial statements and funding sources (identify Federal, State, County, or other sources of recent funding; list funding commitments received, applied for, planned to apply for; or, in the alternative, describe where funding has been refused, reduced, or only partial funding received).
 - Description of programs and services provided by the organization.

Project Information:

- Community need or community benefit; project goals and objectives.
- Description of services to be provided, to include unit quantities where applicable, and project budget, to include unit costs where applicable.
- Licensure and other requirements (occupational and professional licenses and required certifications).
- Any required County affidavits.

2. Assessment Elements

Applications shall be evaluated, screened, and objectively analyzed to determine the organization's capability and capacity of properly receiving and expending funds as well as their ability to do the work. This analysis will include:

- A review of the organizational structure and general administrative capabilities.
- A cost per unit measured—against local, state, or national rates and standards, if possible.
- A review of the funding request as it relates to the goals and objectives identified for the specific programs.
- A review of the organization's past performance in accomplishing their program goals and objectives.
- An evaluation of the application based on pre-established scoring criteria.

The application, assessment, and recommendation will be submitted to the appropriate advisory board, council, trust, and/or Commission Committee, and to the Board of County Commissioners, for funding consideration.

3. Contract Elements

Development of the contract document, including the terms and conditions required, along with the provisions of the scope of services, shall be determined by the department in conjunction with the County Attorney's Office. At a minimum, the contractual agreement shall include:

- Specific program goals and objectives for the use of County funds (specific performance deliverables, proposed unit costs, and measurement techniques).
- Insurance requirements, as determined by the Risk Management Division, General Services Administration
- All required County affidavits
- Assurances that the organization abides by generally accepted financial management principles, including the requirement of the signature of two persons within the organization on all checks disbursing organizational funds.
- Provisions regarding management evaluation and performance reviews, as applicable, to be conducted by the department.
- Fund disbursements procedures based on County approved rules and procedures.

If contract terms and conditions cannot be agreed to between the department and the organization, the monitoring department shall make recommendations to the Board of County Commissioners as to the disposition of the funds.

4. Contract Monitoring Elements

To determine payment for services, the organization's performance will be assessed against the contract scope and services for compliance, based upon:

- Performance deliverables (number of units and quantity delivered against contracted amount, etc.).
- Measurement and reporting mechanisms to insure contract compliance.
- Periodic site visits, client assessment surveys, etc. If deficiencies or evidence of non-compliance are detected during the routine course of monitoring, the department is responsible for providing written notification to the organization advising of the steps necessary to correct the situation.

5. Management Evaluation and Performance Review Elements

The management evaluation and performance review will be conducted and documented at the time of project/program completion. In addition, management evaluations and performance reviews will be prepared on an interim basis whenever a request for additional funding or renewal of funding is made. The management evaluation and performance review should reflect the quality of service provided and the value received using contract monitoring data such as progress reports, field observations, client assessments, and quantitative

scoring, and all elements described in the Contract Monitoring Elements section stated above, etc.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess
County Manager